

<b>Activity:</b>	<b>3.7 Develop Project Plan</b>
<b>Responsibility:</b>	Project Manager
<b>Description:</b>	<p>The purpose of the Project Plan is to establish reasonable plans for performing the software engineering activities and for managing and tracking the software project. The following project management activities must be performed before a Project Plan document is developed.</p> <ul style="list-style-type: none"><li>• Define the management approach for the project including project tracking and oversight activities</li><li>• Formulate the technical approach for the project</li><li>• Develop the project estimates</li><li>• Establish the project development team</li></ul> <p>The results of these project management activities and the lifecycle activities described in this volume will provide input for the Project Plan.</p>
<b>Note:</b>	A Project Plan is an effective management tool that is recommended for all projects regardless of size. The plan can be consolidated for small projects.
<b>Work Product:</b>	Develop a Project Plan that provides detail for the Planning and Requirements Definition Stages and high-level information for the other lifecycle stages. At the conclusion of each stage, the Project Plan will be reviewed to determine if the project estimates for resources, cost, and schedule need to be revised for either the current stage or subsequent stages. In addition, the Project Plan will be expanded to provide detailed estimates of resources, costs, and hours for the next stage. A Project Plan Example document template is accessible online to use as a guide in developing the Project Plan. Project models containing lifecycle stages and deliverables that can be used as is or tailored for any software development or maintenance project are accessible online. The files can be downloaded for use with Microsoft Project.
<b>Review Process:</b>	Conduct a structured walkthrough to ensure that the Project Plan reflects the project objectives and scope; identifies and mitigates project risks, and adequately estimates the project resources, costs, and schedule.